



PLANNING APPLICATION
CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT



www.encinitasca.gov

505 South Vulcan Avenue

Encinitas, California 92024

(760) 633-2710 or planning@encinitasca.gov

Application No.: _____

Date of Application: _____

Community Area: _____

**** Appointment Required Prior to Submittal ****

REQUIRED: Digital Copy (PDF) of ALL documents (Application, Plans, Reports, etc.)

See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) Homepage found here: <https://portal.encinitasca.gov/CustomerSelfService#/home>
Projects are not considered to be submitted until all invoices are paid.

PROJECT

Project Name: _____

Project Address: _____ APN: _____

Between: _____ And: _____
(Street) (Street)

Scope of Work: _____

☐ **PROPERTY OWNER*** ☐ **APPLICANT***

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

☐ **APPLICANT* (Business Owner)** ☐ **AGENT**

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

☐ **ARCHITECT** ☐ **ENGINEER** ☐ **DESIGNER**

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

*Property Owner is the applicant except in certain circumstance; please check with staff. Please note that the applicant/agent will receive notification of project

OWNERS CERTIFICATE

1. I understand there are no assurances at any time, implicitly or otherwise, whether provided to me in writing or by oral communications regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
2. I understand that if I modify the project following application submittal, I will be required to update and resubmit any application materials affected by the modification and may require a new application and payment of additional or new fees.
3. I understand that all fees and deposits submitted with this application will be refunded only as provided for by the ordinances, regulations, and policies in effect at the time of the application submittal.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that the failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval, permit, or other authorizations provided.
5. I understand that if this application is approved, I may be required to record a covenant with the County Recorder's Office, the form and content which is satisfactory to the City and its City Attorney, to notify future owners of the project approval and restrictions.
6. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to the fullest extent of the law to defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorneys' fees incurred by or the award of attorneys' fees and costs against the City or its elected and appointed officials, agents, officers, or employees, arising out of or relating to the City's approval of the Project including any action to attack, set aside or vacate all or any part of the City's approval of the Project, including without limitation the City's determination made pursuant to the California Environmental Quality Act.
7. I hereby certify that to the best of my knowledge and after investigation into the facts that the information I have presented in this form and the accompanying materials is true and correct to the best of my abilities. I understand that additional data and information may be required prior to final action on this application.
8. I understand that it is my responsibility to ensure that statements are true, that discrepancies do not exist between the project's description on the permit, the architectural plans and the structural plans. If discrepancies exist between the architectural plans and the structural plans, the architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.

I am the record owner of the property described in the application, I read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

Signature of Owner

Date

AUTHORIZATION OF AGENT

I am the record owner of the property described in this application and hereby designate and authorize the agent identified in this application to act on my behalf in all matters pertaining to processing of this application through the City of Encinitas.

Signature of Owner

Date



Planning Application Processing Fees

CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT

505 South Vulcan Avenue Encinitas CA 92024 - (760) 633-2710

FEES - RESOLUTION 2017-64 ADOPTED SEPTEMBER 20, 2017, EFFECTIVE JANUARY 1, 2018; RESOLUTION 2019-67 ADOPTED AUGUST 21, 2019;
RESOLUTION 2021-53 ADOPTED AUGUST 11, 2021, EFFECTIVE OCTOBER 1, 2021

APPLICATION FEES				APPLICATION DEPOSITS					
APPLICATION				FEE		APPLICATION		DEPOSIT	
PLANNING APPLICATIONS	1	Affordable Housing Administration & Monitoring	\$	2,385.00	1	Annexation	\$	5,000.00	
	2	Affordable Unit Policy	\$	1,089.00	2	General Plan Amendment (no vote req)	\$	13,000.00	
	3	Agriculture Permit	\$	275.00	3	General Plan Amendment (vote req)	\$	20,000.00	
	4	Amendment Authorization by Council*	\$	726.00	4	Zoning Code Amendments	\$	20,000.00	
	5	Appeals	\$	330.00	5	Specific Plan	\$	30,000.00	
	6	Boundary Adjustment/Cert. of Compliance	\$	1,144.00	Staff time and City costs including 50% overhead will be charged for all above deposit applications.				
	7	Building Plan Copying	\$	66.00					
	8	Certificate of Compliance	\$	737.00					
	9	Climate Action Plan - Compliance Review Fee	\$	995.00					
	10	Coastal Development Permit	\$	1,760.00					
	11	Coastal Development Permit - Blufftop	\$	8,445.00					
	12	Conceptual Review - Admin./Planning Comm	\$	1,320.00					
	13	Covenant Release - Planning	\$	455.00					
	14	Design Review - Right-of-Way Admin Level **	\$	935.00					
	15	Design Review - Admin Level	\$	1,402.00					
	16	Design Review - Plan Comm (<2500 sq ft)	\$	3,025.00					
	17	Design Review - Plan Comm (2501-10k sq ft)	\$	3,960.00					
	18	Design Review - Plan Comm (10,001-19,999 sq ft)	\$	5,280.00					
	19	Design Review - Plan Comm (20k-50k sq ft)	\$	17,485.00					
	20	Design Review - Plan Comm (>50k sq ft)	\$	19,795.00					
	21	Design Review Modifications - Admin	\$	968.00					
	22	Design Review Modifications - Plan Comm	\$	2,607.00					
	23	Major Use Permit	\$	6,600.00					
	24	Major Use Permit Modifications	\$	3,476.00					
	25	Minor Use Permit	\$	2,321.00					
	26	Minor Use Permit Modifications	\$	1,738.00					
	27	Misc Service Requests	\$	154.00					
	28	Plan Comm or City Council Interpretation	\$	1,100.00					
	29	Resolution Amendments	\$	1,452.00					
	30	Resubmittal Fee	1/2 original fee						
	31	SB330 Preliminary App. - Housing Crisis of 2019	\$	2,565.00					
	32	Sign Program	\$	935.00					
	33	Sign Review	\$	462.00					
	34	Temporary Sign/Banner Permit	\$	104.00					
	35	Substantial Conformance Review	\$	368.00					
	36	Substantial Conformance Review - Complex	\$	2,250.00					
	37	Tent Parcel Map Appl or Mod (2-4 lots)	\$	5,010.00					
	38	Parcel Map Waiver (condo conversion, etc.)	\$	1,980.00					
	39	Tentative Subdivision Map***	\$	14,300.00					
	40	Tentative Map Modification	\$	11,121.00					
	41	Time Extensions	\$	1,116.00					
	42	Variance - Administrative	\$	1,738.00					
	43	Variance - Planning Commission	\$	4,191.00					
	44	Variance - Planning Commission/sfd	\$	2,051.00					
PLAN CHECKS	45	Minor Plan Check	\$	77.00					
	46	Commercial Plan Check	\$	1,100.00					
	47	Single Family Plan Check	\$	440.00					
	48	Duplex Plan Check	\$	770.00					
	49	Multi-Family (3-10 units) Plan Check	\$	1,100.00					
	50	Multi-Family (11+ units) Plan Check	\$	1,320.00					
	51	General Plan Update Fee****	\$	38.00					
	52	Technology Fee****	\$	40.00					
ENVIRO. REV.	53	Environmental Review - Exemption	\$	77.00					
	54	Comprehensive Initial Study (in-house)	\$	5,560.00					
	55	Comprehensive Initial Study Contract Admin	\$	1,160.00					
	56	EIR's Contract Admin	\$	4,933.00					
	57	Wireless Review Contract Admin	\$	352.00					
	58	Misc Technical Studies Contract Admin	\$	726.00					
				CONSULTANT DEPOSITS					
				APPLICATION		DEPOSIT			
				1	Enviro. Review Consultant Deposit	TBD****			
				2	Wireless Consultant Deposit	\$ 3,000.00			
				3	Misc Tech Studies Consultant Deposit	TBD*****			
				*****To be determined based on consultant contract					

* Authorization of requests/letters of intent for General Plan, Specific Plan, Zoning Code, and Local Coastal Program Amendments

** \$935 fee applied per pole

*** \$14,300 plus \$715 per lot in excess of 5 lots

**** Applies to building permits with valuation



CITY OF ENCINITAS

DEVELOPMENT SERVICES DEPARTMENT

PLANNING APPLICATION SUBMITTAL CHECKLIST

CASE NO: _____ APPLICANT: _____ APPLICATION TYPE(S): _____

This checklist is intended to assist you in preparing your application. The symbols in the right-hand column correspond to various forms that are available separately when applicable. We recommend that you meet with Planning Division staff to discuss the application materials required for your project prior to scheduling your intake appointment. Once ALL required documents are compiled, please schedule your application intake appointment. Intake appointments are held virtually every Monday and Tuesday at 2 pm, 3 pm or 4 pm, for one hour by appointment only. Appointments can be scheduled via email at planning@encinitasca.gov. Your assigned planner will contact you via email. All submittal materials are required to be uploaded through the Customer Self Service (CSS) portal (<https://portal.encinitasca.gov/CustomerSelfService#/home>) by 7:30 am the day of the scheduled intake appointment. Incomplete applications will not be accepted.

Rec'd	Req'd	Item	Form
<input type="checkbox"/>	<input type="checkbox"/>	1. Application	A
<input type="checkbox"/>	<input type="checkbox"/>	2. Application Supplement	S
<input type="checkbox"/>	<input type="checkbox"/>	3. Evidence of Legal Parcel	L
<input type="checkbox"/>	<input type="checkbox"/>	4. Disclosure Statement	D
<input type="checkbox"/>	<input type="checkbox"/>	5. Current Vesting Grant Deed	
<input type="checkbox"/>	<input type="checkbox"/>	6. Preliminary Title Report with Current Owner Listed (<i>Must be no older than six months</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	7. Deposit/Fee as per the current fee schedule (<i>credit card \$10K max., cash \$2K max, any deposit must be paid with a separate check</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	8. Certification of Posting Affidavit. At Project submittal, sign and enter the date you plan to post the noticing sign. Posting required upon 24 to 48 hours of project submittal. Send photo of posted sign to assigned Planner on the day of posting.	
<input type="checkbox"/>	<input type="checkbox"/>	9. Preliminary Planning Application. For SB330 projects, applies to two or more residential lots/units only.	
<input type="checkbox"/>	<input type="checkbox"/>	10. SB 9 Supplement Application	SB9
<input type="checkbox"/>	<input type="checkbox"/>	11. Project Plans: (See Planning Application Required Drawing Elements for detailed plan requirements.)	
<input type="checkbox"/>	<input type="checkbox"/>	a. Site Plan / Preliminary Grading Plan	
<input type="checkbox"/>	<input type="checkbox"/>	b. Floor Plans	
<input type="checkbox"/>	<input type="checkbox"/>	c. Roof Plans	
<input type="checkbox"/>	<input type="checkbox"/>	d. Elevations	
<input type="checkbox"/>	<input type="checkbox"/>	e. Landscape Plans and Supporting Documents. For projects requiring new landscaping.	
<input type="checkbox"/>	<input type="checkbox"/>	f. Slope Analysis (See Slope Analysis Requirements for required elements)	SA
<input type="checkbox"/>	<input type="checkbox"/>	g. Lighting Plan. For projects involving exterior lighting.	
<input type="checkbox"/>	<input type="checkbox"/>	h. Sign Plan. For projects involving signage.	
<input type="checkbox"/>	<input type="checkbox"/>	i. Substantial Conformance/Modification Plans. Side-by-side plans (a through e above) of approved and proposed changes.	
<input type="checkbox"/>	<input type="checkbox"/>	j. Colored elevations of all elevations: one rolled, complete set , for projects involving new construction or rehabilitation.	
<input type="checkbox"/>	<input type="checkbox"/>	k. Black and white 3D renderings of all elevations: Required for Design Review permits involving structures. (Color 3D renderings required prior to hearing/approval.)	
<input type="checkbox"/>	<input type="checkbox"/>	l. Project materials/color sheet for projects involving new construction or rehabilitation.	
<input type="checkbox"/>	<input type="checkbox"/>	12. Color photos of entire site, structures, and adjoining properties	
<input type="checkbox"/>	<input type="checkbox"/>	13. Citizen Participation Plan (CPP). At a minimum, provide draft letter, example comment form and sign-in sheet. See CPP handout & instructions.	CP
<input type="checkbox"/>	<input type="checkbox"/>	14. Use Permit Application Supplement	U

<input type="checkbox"/>	<input type="checkbox"/>	15. Variance Application Supplement	V
<input type="checkbox"/>	<input type="checkbox"/>	16. Stormwater Intake Form	SW
<input type="checkbox"/>	<input type="checkbox"/>	17. Housing Application Supplement with Income Verification Form	H
<input type="checkbox"/>	<input type="checkbox"/>	18. San Diego County Assessor's office Residential Building Report (RBR) or Commercial Building Report (CBR)	
<input type="checkbox"/>	<input type="checkbox"/>	19. Affordable Housing Plan	
<input type="checkbox"/>	<input type="checkbox"/>	20. Density Bonus Report	
<input type="checkbox"/>	<input type="checkbox"/>	21. Wireless Facilities Supplemental Materials (<i>See Wireless Facility Supplement</i>)	W
<input type="checkbox"/>	<input type="checkbox"/>	22. Tentative Maps (five lots/units or more): See Tentative Map Supplement for required elements.	T
<input type="checkbox"/>	<input type="checkbox"/>	23. Tentative Parcel Maps (four lots/units or fewer): See Tentative Map Supplement for required elements.	T
<input type="checkbox"/>	<input type="checkbox"/>	24. Condominium Conversion See Condominium Conversion Supplement for further requirements.	CC
<input type="checkbox"/>	<input type="checkbox"/>	25. Technical Studies (<i>as applicable, required at initial submittal unless otherwise noted</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	a. Geotechnical Study (consult with Engineering). Required for all Maps, commercial projects, large private projects, bluff top projects, and Priority Development Projects (PDP) for single-family homes.	
<input type="checkbox"/>	<input type="checkbox"/>	b. Trip Generation Letter	
<input type="checkbox"/>	<input type="checkbox"/>	c. Traffic Study/Vehicle Miles Traveled (VMT) Analysis	
<input type="checkbox"/>	<input type="checkbox"/>	d. Drainage Study (based on latest County of SD Hydrology & Drainage Manual)	
<input type="checkbox"/>	<input type="checkbox"/>	e. Priority Development Project Stormwater Quality Management Plan	
<input type="checkbox"/>	<input type="checkbox"/>	f. Arborist Report – For Projects that May Impact City Street Trees	
<input type="checkbox"/>	<input type="checkbox"/>	g. Fire Protection Plan	
<input type="checkbox"/>	<input type="checkbox"/>	h. Photometric Lighting Study	
<input type="checkbox"/>	<input type="checkbox"/>	i. Green House Gas Emission Study	
<input type="checkbox"/>	<input type="checkbox"/>	j. Community Character Study. If required, may be deferred at future submittal.	
<input type="checkbox"/>	<input type="checkbox"/>	k. Biological	
<input type="checkbox"/>	<input type="checkbox"/>	l. Jurisdictional Wetland Delineation	
<input type="checkbox"/>	<input type="checkbox"/>	m. Phase I Environmental Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	n. Phase II Environmental Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	o. Cultural (Archeological and/or Paleontological)	
<input type="checkbox"/>	<input type="checkbox"/>	p. Historical (See Historic Resources Application Supplement)	
<input type="checkbox"/>	<input type="checkbox"/>	q. Noise Study	
<input type="checkbox"/>	<input type="checkbox"/>	r. Visual Study	
<input type="checkbox"/>	<input type="checkbox"/>	s. All studies, reports, or other information required to be submitted for projects, as required under the Mitigation Monitoring and Reporting Program for the Programmatic Environmental Impact Report for the General Plan. If applicable, see specifically Environmental Assessment for Housing Element.	
<input type="checkbox"/>	<input type="checkbox"/>	t. Other:	
<input type="checkbox"/>	<input type="checkbox"/>	26. For establishments proposing or modifying alcohol service:	
<input type="checkbox"/>	<input type="checkbox"/>	a. Alcohol Service Establishments – Existing (for modifications to existing establishments)	AE
<input type="checkbox"/>	<input type="checkbox"/>	b. Alcohol Service Establishments – New (for new establishments)	AN
<input type="checkbox"/>	<input type="checkbox"/>	27. A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.	

**PLANNING APPLICATION SUPPLEMENT
CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT**



_____ Design Review _____ MUP/MIN _____ Coastal Development Permit
_____ TM/TPM _____ Variance _____ Other: _____

1. Project Description. (Describe proposed project. Describe what you are requesting).

- A. Building Sq. Ft. _____ Garage Sq. Ft. _____
- B. Exterior Material/Color _____
- C. Window Material/Color _____
- D. Door Material/Color _____
- E. Roof Material/Color _____
- F. Landscaping Percentage _____
- G. Standards:

DENSITY	CODE REQUIREMENTS	PROJECT
Density Range Mid-Range		
Net lot area		
Lot Width		
Cul-de-sac lot width		
Panhandle lot width		
Lot Depth		
Front Yard Setback		
Interior Side Yard Setback		
Exterior Side Yard Setback		
Rear Yard Setback		
Lot Coverage		
Building Height		
Off-Street Parking		
FAR		

Community Area _____ State Coastal Zone? ☐ Yes ☐ No

Number of Proposed Residential Units: Attached _____ Detached _____

Number of Lots _____ Acres: Gross _____ Net _____

Related Case?: ☐ Yes ☐ No If yes, provide previous Case No. _____

Are there any slopes of a 25% or greater gradient or bluffs on the site? ☐ Yes ☐ No

2. Existing Conditions. (Describe the existing conditions of the site: i.e., topography, road/alley conditions, access, vegetation, structures, fencing, lot size, drainage and the like).

3. Surrounding Conditions. (Describe the surrounding conditions: i.e., existing structures and relationship to project, # of units, lot sizes, vehicular access, topography, use type and the like).

Application No.: _____

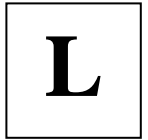
	General Plan Designation	Zoning Designation	Existing Use
Subject Parcel:			
North:			
South:			
East:			
West:			

4. Project/parcel history. (Describe any past actions taken on this site or project or any other actions taken on development of the site.)

[illegible]

Application No.: _____

5. Project Design. (For Projects subject to Design Review or Coastal Development Permit, describe the design of the project and how it relates to the subject property and adjacent properties and uses).



DEVELOPMENT SERVICES DEPARTMENT

CITY OF ENCINITAS
505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2710

EVIDENCE OF LEGAL PARCEL

Applicant's Name _____ Telephone _____

Mailing Address _____

City _____ State _____ Zip _____

You are required to supply documentation that this property constitutes a legal parcel before the City can accept for filing any discretionary permits.

This form and associated evidence will be reviewed by the Development Services Department upon submittal of your application. A request for a Certificate of Compliance must be filed concurrently with or in advance of this application if the evidence presented is insufficient to determine this parcel as being a legal lot or determination will require substantial time to research.

If determined that the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

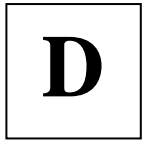
Fees and deposits submitted with this application will be refunded only as provided for by the ordinances and regulations in effect at the time of the request.

Book _____ Page _____ Parcel _____

Signature of Applicant

Date

(Please Print or Type Signatory's Name)



CITY OF ENCINITAS DISCLOSURE STATEMENT

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION, AND ALL OTHER OFFICIAL BODIES.

The following information must be disclosed:

1. List the names of all persons having a financial interest in the application.

List the names of all persons having any ownership interest in the property involved.

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to (1) above is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization as trustee or beneficiary or trustor of the trust.

4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees, and Council within the past twelve months? ☐ **Yes** ☐ **No** If yes, please indicate person(s).

PERSON is defined as: "Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

(NOTE: Attach additional pages as necessary.)

Signature of Applicant _____ Date _____

Print or Type Name of Applicant _____

Application No.: _____

CERTIFICATION OF POSTING AFFIDAVIT

The Encinitas Municipal Code requires that project applicants post a “project notice” sign on the project site, once an application is filed. The sign shall be posted in a conspicuous location, which is easily visible to the public. The sign will be provided by the City upon the acceptance of the application. A case number will also be assigned at the time of application acceptance.

By signing this document, the applicant is certifying that the sign will be posted on the project site in a conspicuous location within 24 hours of application submittal to the City.

Sign Posting Map

The applicant is required to provide a map showing the project site and the location where the required sign(s) will be posted. Please see the example map below for the required map information. Multiple sign postings may be required.

EXAMPLE MAP:



PRINT NAME: _____ SIGNATURE: _____

LOCATION: _____ RETURN TO: _____
(Planner)

CUSTOMER SELF SERVICE (CSS) DOCUMENT SUBMISSION STANDARDS

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size - Standard size 24 inches x 36 inches - Landscape View.
- Final Plats - 18 inches x 24 inches.
- Plans shall be combined into one complete set, no individual sheet submittals.
- Export settings: maintain output scale; avoid "Fit to Page."
- Save files in black and white. Exceptions include steep slope analysis, elevation, and rendering views.
- Each Plan Sheet must be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- Unlock and Flatten all drawings & reports. The markups list & layers should be cleared and empty.
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on each plan sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- Vector Content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.). All plans, reports, and studies should be watermarked as "Draft."
- File names are required to match the **File Naming Conventions** established by the City.

Visit Customer Self Service online at:

<https://portal.encinitasca.gov/CustomerSelfService#/home>



If you have any questions regarding these requirements please contact:

Development Services Department

505 S. Vulcan Avenue, Encinitas, CA 92024

Email: permits@encinitasca.gov

Call: (760) 633-2708



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Acknowledgment - Owner-Builder	Required when the owner is the responsible party of record on the permit.
Annual Financial Report (CT-2CF)	Provide a copy of the commercial fund-raiser for charitable purposes report filed annually with the State.
Application - Additional Cab	Required when adding a cab during mid-cycle.
Application - Alcohol Service Existing	Required for modification to an existing alcohol serving establishment.
Application - Alcohol Service New	Required for new alcohol serving establishment.
Application - Background	Information required by San Diego County Sheriff's Department to initiate background check.
Application - Energy Efficiency	Required for solar panels, battery storage systems, charging equipment, and grey water systems. Includes streamlined process for residential permits that utilize a Standard Plan.
Application - Environmental Initial Study	For projects that are not exempt from CEQA and require environmental review.
Application - Event	
Application - Facility Availability Forms	Required when applying for a Tentative (Parcel) Map.
Application - Grant Deed	Document required to establish proof of ownership.
Application - Letter of Authorization	If not the property owner, require a letter, signed and dated by property owner, authorizing applicant as their agent.
Application - Net Acreage Calculations	Required calculation to determine net acreage of site.
Application - Planning	Application packet required for Discretionary and Ministerial projects.
Application - Preliminary SB330	Required for all housing development projects.
Application - Replacement Housing	Required when demolishing existing dwelling units.
Application - Sidewalk Vendor	Application used when applying for Sidewalk Vendor permit.
Application - Special Event Attachment A	Supplemental Event Information Check List.
Application - Special Event Attachment B	Public Notice to residents within 500 feet of the event area.
Application - Special Event Attachment C	Pollution Prevention questions.
Application - Special Event CPP Meeting	First time major events require a CPP meeting prior to submittal of an application.
Application - Special Event Permission Letter	Statement or letter of permission to use private property.
Application - Special Event Timeline	Detailed timeline that includes setup, event activities, and take down times.
Application - Special Event Waivers	Waiver/Release of liability for active participants, vendor/exhibitors, volunteers and performers.
Application - Submittal Checklist - Building Plans	Specifications for plans and other documents - must be acknowledged.
Application - Title Report, Preliminary	Current title report required when applying for a Development Project or Subdivision Map.
Application Supplemental	Additional information required specific to the permit being applied for.
Application Supplemental - Affordable Housing Plan/Report	Summarizes the manner in which affordable units (inclusionary/density bonus housing) will be provided in a project.
Application Supplemental - Building & Trade	Additional information & acknowledgements required to apply.
Application Supplemental - Engineering	Additional information required specific to the permit being applied for.
Application Supplemental - Wireless Facility	Required for proposed wireless facilities on City property.
Application Supplemental - Cert of Posting Affidavit	Form signed and dated providing information on when and where the noticing was posted.
Application Supplemental - SB 9	Additional information required specific to the permit being applied for.
Authorization to Release Information	Authorization allowing the San Diego County Sheriff's Department to conduct background check.
Building Report - Commercial	San Diego County Assessor's report required for exterior changes to commercial buildings.
Building Report - Residential	San Diego County Assessor's report required for exterior changes to residential buildings.
Business Registration	If applicant is a business, it must be registered with the City. Business Registration is a separate application process and should be applied for prior to applying for this permit using Customer Self Service (CSS).
Calculations - Building Fee Spreadsheet	Fee Calculation spreadsheet for Building permits based on Valuation.
Calculations - Building Square Footage	Breakdown of project square footage to determine fees.
Calculations - Construction & Demolition Waste Management Plan	Information required for all Re-roofing projects and New Construction, Remodel or Tenant Improvement 10,000 sq ft or greater.
Calculations - Fee Spreadsheets	Excel spreadsheets used to calculate building permit fees based on Valuation.
Calculations - Fire Protection System	
Calculations - Structural	Calculations addressing the stability, strength and rigidity of structures and buildings.
Calculations - Title 24	Calculations showing energy efficiency.
Calculations - Traverse	Survey calculations
Calculations - Truss	Roof framing calculations. (New Construction, Addition or Remodel)
Certificate - Device Registration	Inspection of device being used to weigh/measure merchandise, issued by County: https://www.sandiegocounty.gov/content/sdc/awm/WM_New.html
Certificate - Event Insurance	Must provide proof of liability insurance that names the City of Encinitas as an additional insured on the Certificate of Insurance. See Special Event Guide for specific requirements.



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Certificate - Flame Resistance	Certifies that materials have been treated with a flame-retardant chemical or are inherently nonflammable.
Certificate - Hazardous Material	Required to handle hazardous material on premises, issued by State: https://www.dtsc.ca.gov/HazardousWaste/Mercury/Certified_Appliance_Recycler.cfm
Certificate - Insurance	Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
Certificate - Insurance and Endorsement Third Parties	Event insurance for third parties on City property.
Certificate - Insurance Endorsement	Event Insurance Additional Insured Endorsement page.
Certificate - Non Residential Construction	Acknowledging compliance with Non-Residential Energy Conversation requirements per California Administrative Code Article 2, Part 6, Title 24.
Certificate - Responsible Beverage Sales & Service (RBSS)	Valid and current certification of four hour ABC course completed by all managers, sellers, and servers of alcoholic beverages.
Certificate - Responsible Beverage Sales & Service	Proof or responsible beverage sales and service training.
Certificate - Roof Covering Installation	Acknowledgment by contractor of compliance with Class A Roof requirement.
Certificate - State Eligibility Firearms	Certification that individual has completed a firearms eligibility check conducted by the State of California Department of Justice Bureau of Firearms. https://oag.ca.gov/firearms/forms
Certificate of Correction	Document used to correct errors on previously recorded Final or Parcel Map.
Certification - Engineer's Certification of Final Grading	Form required to be completed by the Engineer of Record at the completion of work under a Grading or Public Improvement Permit.
Certification - Height	Must include survey from licensed surveyor or registered civil engineer verifying building height is in compliance with the approved plans.
Certification - Installation	Acknowledgment of contractor or owner work completed is in compliance.
Certification - Landscape Letter	Must be signed by a State licensed landscape architect, landscape contractor, or an irrigation designer who holds a State license in the landscape field to verify installation was as designed.
Certification - School Fees	To determine amount of school fees due. (Residential addition 500 sf or any commercial addition)
Certification - Sewer & Water District	Certifies that all connections have been paid. (New home, new ADU, & all commercial projects)
Certification - Title 24	Acknowledgment signed by contractor or owner indicating Title 24 requirements have been met.
Citizen Participation Plan Packet	Complete packet related to CPP meeting. Includes notice, vicinity map, results of meeting.
Contract - Commercial Fund Raiser	If using a professional service to facilitate the fund-raiser, provide a copy of the contract.
Contract - Sheriff Department	Contract with the Sheriff Department for safety and or traffic services.
Corrections List - Revisions/Resubmittals	Response to City staff's list of corrections to plans.
Cost Estimate	Engineer's estimate of costs for grading or public improvements based on City's Unit Price List.
County Hazardous Materials Questionnaire	Questions relating to hazardous materials. (Commercial - if yes to Part II, may require stamp at bottom)
County Health - Voluntary Assistance Program (VAP)	Documents from the County Department of Environmental Health related to properties containing hazardous substances.
County Health Approval	Prior to Issuance If septic tank on property. Can be approved plans or stamped letter. (New Const, Add, Alteration, Pool) If commercial kitchen or X-ray equipment (TI)
County Taxicab Driver's ID	San Diego County issued Taxicab Driver's ID; provide one for each driver.
Covenant or Easement Exhibits	Letter sized exhibit to accompany a covenant or easement.
Density Bonus Report	Required when project applying for a Density Bonus Project.
Employee/Volunteer List	If additional employees and/or volunteers are participating in the event, they must be included in this list.
ENV - Environmental Impact Report	Required for projects that create a significant environmental impact.
ENV - Mitigated Negative Declaration	Required for projects that provide mitigation measures for significant environmental impacts.
ENV - Negative Declaration	Required for projects that are found not to have a significant effect on the environment.
Form - Construction & Demolition Debris Ordinance	Form required relating to debris management (Require form on all. Staff will send out WPM as applicable. All New Commercial/Mixed Use Construction, new TI over 10K sq ft)
Form - Construction & Demolition Debris-Waste Management Plan	Outlines waste management plan for project site. Required approval by Public Works.



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Form - Alternative Means & Methods Proposal	Explanation of need for alternative and how that alternative meets or exceeds intent of code.
Form - Housing Development Tracking	Form to track all new residential dwelling units.
Form - Housing Development Tracking-ADU & JADU	Form to track all new Accessory Dwelling Units and Junior Accessory Dwelling dwelling units.
Form - Income Verification Form	Income information received and signed by tenants of existing homes on a project site to be converted (i.e.) condo conversion.
Form - Priority Development Project SWQMP	This form establishes Stormwater Quality Management Plan (SWQMP) requirements for development projects.
Form - Stormwater Intake Form & Standard SWQMP	Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
Form - Stormwater Pollution Prevention Plan	Stormwater Pollution Prevention Plan if applicable for reference - City does not review.
H.T.E. Legacy File	Scanned copy of original H.T.E. application file (moving active H.T.E. permits to EnerGov).
IRS Form 501 (c)(3)	Proof of non-profit status from IRS. https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status
Land Records - Exhibits	Exhibits to accompany variety of land record documents including easements, covenants, and agreements.
Landscape - Documentation Package	Includes landscape and irrigation plans. Commercial & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Landscape - Water Efficient Worksheet	Worksheet that calculates the Maximum Applied Water Allowance and the Estimated Applied Water Allowance. Commercial & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Letter - Applicant Response	Letter summarizing the applicant's response to staff's previous comments.
Letter - City Comment	Letter summarizing staff's review comments.
Letter - Concurrent Processing At-Risk	Letter submitted to the City to request concurrent processing of construction plans at risk. An acknowledgment that all fees paid are non-refundable and that the project scope is subject to change.
Letter - Cover	Applicant detailed description of project.
Letter - Deferred Monumentation	
Letter - EDCO	A letter from EDCO concurring with the trash and recycling location for a proposed project.
Letter - Postmaster	A letter from the postmaster concurring with the location of the mailbox collection area or areas.
Letter - Reinstatement of Expired Permit	A letter of explanation from applicant detailing why the permit lapsed, the status of the project, and when the project will be completed.
Letter - SDGE	Letter from SDGE verifying voltage of overhead transmission lines and potential connections.
Letter - SDGE Disconnect	Letter from SDGE verifying they have disconnected power to a property. (Demo)
License - ABC License with Conditions	Copy of license issued by California State Department of Alcoholic Beverage Control (ABC), including all conditions set for by the ABC. http://www.abc.ca.gov/
License - CSLB (Contractor State License Board)	
Did not enter in EG File Category)	Copy of Contract State License Board document.
License - Driver's	Copy of driver's license or passport. Will be deleted once application process is completed.
License - Federal Firearms	License to engage in business of dealing in firearms, issued by U.S. Department of Justice. https://www.atf.gov/firearms/apply-license
License - State Secondhand Dealer	If dealing in secondhand gun sales or providing a pawnbroker service. License is issued by the State of California Department of Justice. Application process is handled by San Diego County Sheriff's Department. Can be applied for simultaneously with City permit. https://oag.ca.gov/secondhand https://www.sdsheiff.net/licensing.html
License - Weightmaster	To ensure accuracy of reported commercial weight transactions, issued by State: https://www.cdfa.ca.gov/dms/programs/wm/onlinewmrenewal.html
Live Scan Form	Print form and take to any Live Scan operator. Scan and upload completed form. NOTE: If this is a renewal or if you have an existing permit with the City that required a Live Scan, upload a copy of your permit.
Live Scan Results	Fingerprinting background results by LiveScan.
Notice of Decision	Signed approval of Discretionary Plan submittal.
Permit - County Health	If the applicant intends to sell or deliver any food and/or beverage item, a food facility permit from the County Department of Environmental Health is required. https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html
Permit - H.T.E. Issued	Permit originally issued in H.T.E.
Permit - North County Transit District	Permission for use or impact of NCTD right-of-way.
Permit - Seller's	Allows seller to collect sales tax from customers and report those amounts to the state on a regular reporting period, issued by State: https://www.taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Permit – Temporary Food Service Permit	Copy of San Diego County Department of Environmental Health Temporary Food Permit.
Photos	Photos required for project or permit. (i.e.) site photos, photo for ID
Plans - Address Request	Include the following: Identifying address, APN(s), property boundaries and location of adjacent road(s) including ingress/egress to the site, existing and proposed locations of structures/improvements (such as power and utility locations).
Plans - Alternatives	Shows an alternative project design or configuration.
Plans - Architectural	May include: Site Plan, Floor Plan, Roof Plan, Elevations, Lighting (photometric and/or fixtures), Renderings, Signage, and Color Material Board.
Plans - As-Built	Revised plans created after a construction project is finished. They contain any changes made from the initial drawings during the construction process and provide an exact rendering of the building and property as it appears upon completion.
Plans - Building	Include all plans - Architectural, Structural, Mechanical, Electrical, Plumbing (MEP), Civil, Landscape.
Plans - Civil	Include Site Plan, Slope Analysis, Average Lot Slope, as applicable.
Plans - Civil - Preliminary Grading	Preliminary site grading and drainage plan to accompany discretionary (planning) applications. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
Plans - Civil - Tentative (Parcel) Map	A Tentative Map (TM) and Tentative Parcel Map (TPM) are used to propose subdivisions of land at the discretionary level. A TM is used to propose the subdivision of five or more lots, and a TPM is used for four or fewer lots. An approved TM or TPM is required before filing for a Final Map or Final Parcel Map.
Plans - Encroachment Maintenance & Removal Agreement	Letter sized exhibit of Encroachment Maintenance & Removal Agreement
Plans - Energy Efficiency	Plans for solar panels, battery storage systems, charging equipment, and grey water systems. Upload as one document.
Plans - Final Map	Final map for subdivisions of five units or more.
Plans - Fire Protection System	Plans for a sprinkler system, fire alarm, or kitchen hood.
Plans - Floor	Provide a floor plan (for each floor) with dimensions, show the interior configuration of space, label the use of each room or portion thereof, and identify exits. Include location of exit signs, extinguisher placement, and occupant load.
Plans - Grading	Construction document used to approve and permit grading improvements proposed as part of a project. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
Plans - Hardscape	Detailed plans indicating removed/replaced/proposed impervious square footages & proposed/existing drainage facilities.
Plans - Isometric Drawing	A drawing that indicates where piping is being installed.
Plans - Landscape	Include conceptual landscape plan, irrigation plan, wall, and fence plans etc.
Plans – Medical	Medical plan required for events with active participants.
Plans - Parcel Map	Parcel map for subdivisions of four units or less.
Plans - Parcel Map Waiver	Parcel map waiver plat.
Plans - Prior Approvals	Set of previously approved plans and associated documents.
Plans - Proposed Work in ROW	Plans showing proposed work to be done in public right-of-way.
Plans - Public Improvement	Construction document used to approve and permit Public Improvements required as part of a project including road improvements, drainage, water, sewer, paving, striping, etc.
Plans - Resubmittal	Plans resubmitted for files that were originated in H.T.E. (part of data transition).
Plans - Revision	Revised plans showing change in scope of work occurring after permit issuance.
Plans - Shuttle	Shuttle plan to mitigate event impacts.
Plans - Sidewalk Café	Site plan used to depict all proposed private sidewalk café/dining facilities within the public right-of-way including but not limited to tables, chairs, planters, signage, etc.
Plans - Sidewalk Vending	Identify the location, with dimensions, where stationary sidewalk vending will occur (if applicable) as well as specifications of the type and dimensions of the vending receptacle (as applicable).
Plans - Sight Distance	Plans demonstrating compliance with sight distance requirements.
Plans - Sign	Include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions, & details.
Plans - Sign Program	Required for non-residential buildings with six or more tenants. Shows proposed location(s) and provides specific signage criteria for a project.
Plans - Single Line Drawing	Shows where all electricity is being used inside the structure.
Plans - Site Plan - Demolition	Site plan showing scope of proposed demolition, including but not limited to, structures or portions of, site improvements, hardscape, vegetation, etc.



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Plans - Site Plan - Newsrack	A Site Plan should include: A map showing location of newsracks in the City. Must also include separate location specific site plans for each newsrack, identifying the closest adjacent address, dimensions, and placement relative to the curb.
Plans - Site Plan - Regulatory	Include: Identifying address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
Plans - Site Plan - Rental	A Site Plan should include: address, APN, property boundaries, existing structures, parking including measurements of driveway, zoning, floor area, all rooms, bedrooms, baths, doors, closets.
Plans – Site Plan - Special Event	Detailed site plans of the event areas.
Plans - Site Plan - Tent Canopy	Include: address, APN, property boundaries, existing structures, parking including measurements of driveway, and zoning.
Plans - Site Plan - Trade Permit	Include location of installation and setbacks from property line, elevation if applicable.
Plans - Traffic Control	Identify construction work-zone limits, description of work to be done, roadways, existing signing and striping, speed limits, specify construction duration and work hours, temporary traffic control devices (cones, delineators, signs, barricades, k-rail, etc), vehicle detours, pedestrian detours, existing and proposed lane dimensions, lane reduction transition lengths, lane closures. Traffic control plans shall be developed to follow the California MUTCD and the San Diego Regional Standard Drawings.
Plans – Traffic Control - Special Event	Traffic control plan for modification or closure of streets.
Plans - Waste Management	Recycling and waste management plan.
Proof of Ownership/Owner Permission	Proof of Ownership is a Grant Deed, Assessor Record or similar document. If not the property owner, permission from owner is a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
Proof of Residency	Copy of utility, or other similar, bill.
Proof of Storage	Copy of contract with storage company or bank statement showing monthly payments to storage company.
Proposed Street Name List	Provide a list of three potential street names.
Receipt	Documentation associated with a fee reversal, refund or void.
Reference Drawing or Map	Provides historical information related to a project or property.
Rental Agreement, (Sample)	Contract which will be used for short term renter while occupying said property.
Resolution	Approval of plan by City Council or Planning Commission.
Slope Determination Documentation	Determination of natural vs. manufactured grade.
Solicitation Text	Provide a copy of the oral or written request for a contribution to the charitable organization.
Specifications - Fire Protections System	
Specifications - Manufacturers Manual	Upload manufacturers specifications manual.
Sr Citizen Assoc. or Mobile Park By-Laws	Must be a qualified organization to operate.
Standard Conditions - ROW Construction	Conditions which must adhered to when accessing or performing work in a Public Right-of-Way.
State Franchise Tax Board Letter of Exemption	Proof of tax exemption letter from State of CA.
Surety Bond Declaration	Declaration in writing: guarantor will pay one donor a certain amount if the applicant fails to meet some obligation, such as fulfilling the terms of a contract.
Survey Documents	Include Plats/Legal/Closure Calculations if applicable.
Taxi Inspection Form	Complete one form for each cab. Upon background check completion and approval, each cab will be inspected by the San Diego County Sheriff's Department. https://www.sandiegocounty.gov/content/dam/sdc/awm/docs/Taxi_compliance_handout2017.pdf
Taxi Meter Inspection	Annual inspection of taxi meter on each cab, conducted by San Diego County Department of Agriculture, Weights and Measures.
Tech Study - Arborist	Study required for projects that may impact City street trees.
Tech Study - Biology	Study analyzing potential biological impacts.
Tech Study - Community Character	Study analyzing potential impacts to Community Character.
Tech Study - Cultural	Study analyzing the potential Cultural impacts.
Tech Study - Fire Protection Plan	Report explaining measures being taken to reduce fire risk.
Tech Study - Geotechnical Report	Study analyzing geology to determine site conditions and design and construction recommendations.
Tech Study - Greenhouse Gas	Study analyzing potential greenhouse gas emissions.
Tech Study - Historical	Study analyzing historical significance of project area.
Tech Study - Hydraulic Analysis	Study assessing demands established by the Water System Analysis to size the onsite water mains and determine the water district's offsite infrastructure capacity.



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Tech Study - Hydrology	Study analyzing pre- and post-development hydrology and hydraulics of a proposed project utilizing the most current San Diego County Hydrology Manual.
Tech Study - Lighting	Study evaluating the effects of lighting on the local environment and community.
Tech Study - Noise	Study analyzing noise impacts.
Tech Study - Parking	Study analyzing parking.
Tech Study - PDP SWQMP	A Priority Development Project Stormwater Quality Management Plan is required for all Priority Development Projects.
Tech Study - Sewer	Study reviewing sewer system.
Tech Study - Site Assessment Phase I	Environmental site assessment study.
Tech Study - Site Assessment Phase II	Environmental site assessment study, if required from Phase I results.
Tech Study - Soils Removal Plan	Study for removal of contaminant impacted soil.
Tech Study - Stormwater	Use this for all other stormwater related reports/studies. i.e SWMM, SCCWRP, HEC-RAS, etc.
Tech Study - Traffic	Study analyzing potential traffic impacts.
Tech Study - Water System Analysis	Study evaluating water service to the project.
Ticket Sample	If using tickets to distribute prizes or awards, provide a copy of the ticket.
Title 24 - Energy Requirement Forms	State required forms related to energy compliance.
Vehicle Registration	State Vehicle Registration issued by Department of Motor Vehicles; provide one for each vehicle.
Weights & Measures Inspection	Issued by State after inspection of merchandise: https://www.cdfa.ca.gov/dms/programs/wm/wm.html
Work Order - SDGE	Required for new, upgraded, or relocated gas and/or electric meters. (Site plan is included with work order)

**CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT
PLANNING APPLICATION
REQUIRED DRAWING ELEMENTS**

A vital part of any application package is a **properly drawn, complete and internally consistent set of drawings**. Please read through this checklist carefully. Unless otherwise indicated, you must provide all of the following information on each set of drawings submitted. **Applications that do not include all of the required information will be found incomplete.** All plans must be accurately scaled and dimensioned.

PLEASE NOTE: BOTH THE STATE OF CALIFORNIA AND THE CITY OF ENCINITAS HAVE LEGAL REQUIREMENTS FOR WHO MAY PREPARE DEVELOPMENT AND LANDSCAPE PLANS. ALL APPLICATIONS MUST INCLUDE THE NAME, SIGNATURES AND PROFESSIONAL LICENSE OR REGISTRATION NUMBERS OF THE PREPARERS. CHECK WITH CITY STAFF FOR WHO MAY PREPARE PLANS.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	A. <u>Title Sheet:</u> The project plans shall include all information required on the Title Sheet.
<input type="checkbox"/>	<input type="checkbox"/>	B. <u>Site Plan/Preliminary Grading Plan:</u> The site/preliminary grading plan shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	1. All exterior site boundaries correctly scaled and dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	2. North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	3. Scale of plans, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	4. Vicinity Map showing location of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	5. Legend of symbols, lines, abbreviations, etc. used on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	6. Location and dimensions of significant waterways, flood plains and/or other topographical features.
<input type="checkbox"/>	<input type="checkbox"/>	7. Location and dimensions of present and proposed street and highway dedications and private access easements required to handle the traffic generated by the proposed uses.
<input type="checkbox"/>	<input type="checkbox"/>	8. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
<input type="checkbox"/>	<input type="checkbox"/>	9. Locations and dimensions of trails and walks and indication of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	10. Show fire access roads /driveways to meet the 150-foot hose pull requirement.
<input type="checkbox"/>	<input type="checkbox"/>	11. Location and dimensions of all easements (open space, water, sewer, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	12. Required setbacks shown and dimensioned. Indicate with a dashed line the building envelope created by the setback lines. (Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement).
<input type="checkbox"/>	<input type="checkbox"/>	13. Location of buildings and structures both existing and proposed, relative to each other and to site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
<input type="checkbox"/>	<input type="checkbox"/>	14. Indicate vertical and horizontal dimension of all proposed architectural projections (i.e. eaves, bay window, chimneys, decks, etc.) in any required setback. (See EMC Section 30.16.010.F.8 and 30.20.010.J.3 for additional information)
<input type="checkbox"/>	<input type="checkbox"/>	15. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading or other means to clearly identify the area of addition.
<input type="checkbox"/>	<input type="checkbox"/>	16. Location of walls, fences and hedges, and the indication of their height and type of construction materials. (Freestanding and retaining walls shall be differentiated. Combined wall/fence heights shall be indicated. Fences within the first 15 feet from the front property line shall be limited to four feet solid, or four feet solid plus an additional two feet constructed of a material that is at least 50 percent open)
<input type="checkbox"/>	<input type="checkbox"/>	17. Location of refuse collection/enclosures and an indication of the height and type of construction materials. A letter from the trash/recycling collector will be requested upon final design of the project.

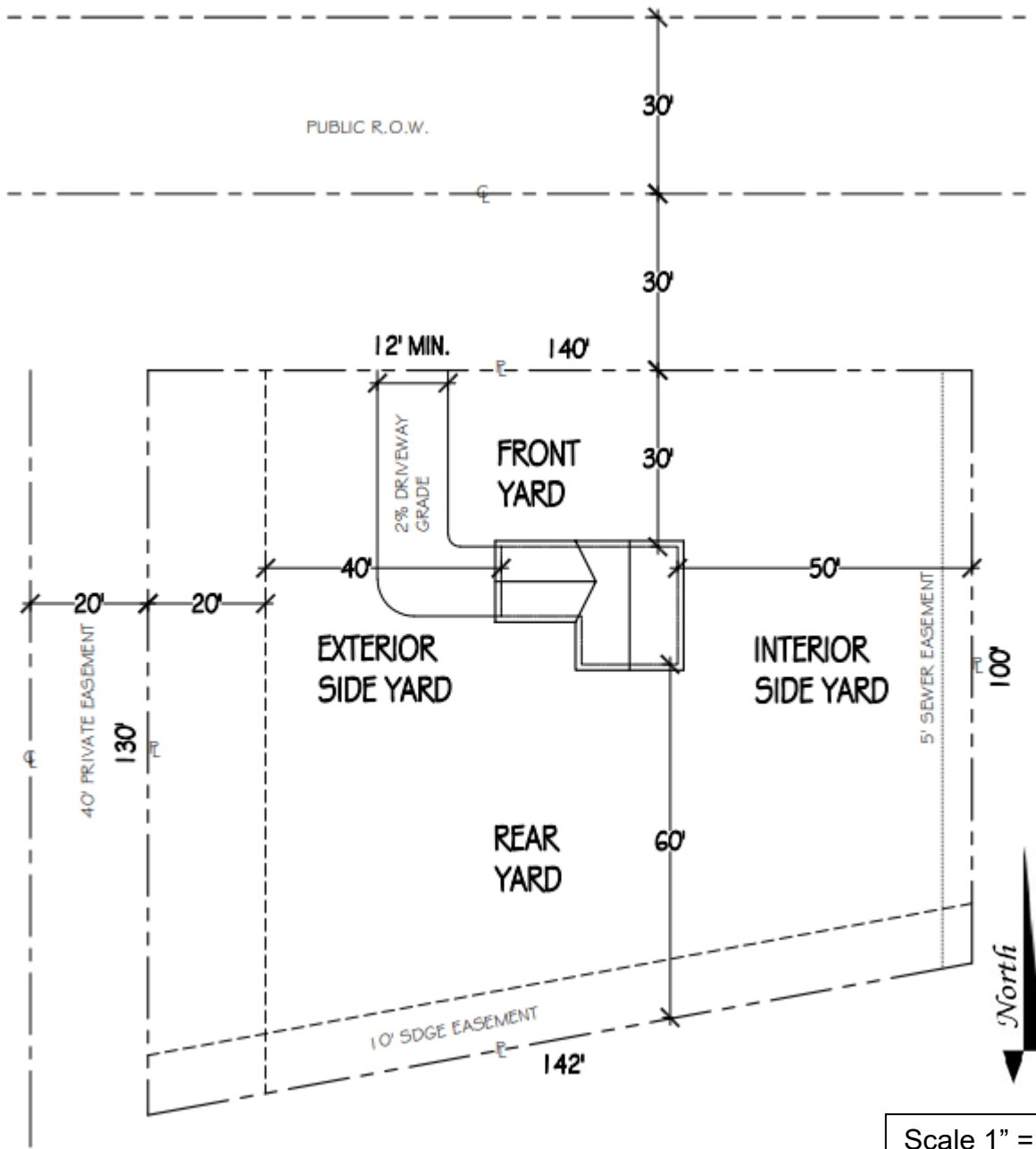
Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	18. Location of off-street parking and loading facilities, and their dimensions. See Offstreet Parking Design Manual. Reference Building Code standards for electrical vehicle spaces.
<input type="checkbox"/>	<input type="checkbox"/>	19. Dimension of vehicular backing distance (minimum 24 feet required).
<input type="checkbox"/>	<input type="checkbox"/>	20. Location of proposed electric vehicle charging spaces and associated branch circuit pre-wiring (as applicable). For new single-family or two-family dwellings, show the required branch circuit wiring for future electric vehicle charging installation. For new multi-family projects, identify the location of all proposed electric vehicle charging spaces and provide a calculation demonstrating that at least 15 percent of the total spaces provided are proposed to be electric vehicle charging spaces. For new hotels/motels, non-residential buildings and portions of mixed-use projects, provide a calculation demonstrating that at least eight percent of the total spaces provided are proposed to be electric vehicle charging spaces.
<input type="checkbox"/>	<input type="checkbox"/>	21. Location and dimensions of any on-site trailer proposed to be used for construction office or residential purposes during construction, together with all related facilities.
<input type="checkbox"/>	<input type="checkbox"/>	22. Location of nearest buildings adjacent to the project site.
<input type="checkbox"/>	<input type="checkbox"/>	23. Location and type of significant vegetation and indicate whether they will remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	24. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	25. Show fuel modification zone for properties in the High Fire Hazard Zone. Indicate fuel modification method proposed (i.e. hand clearing, full removal of plants, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	26. Total area of land disturbance in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	27. Depiction of existing site contours and all proposed grading
<input type="checkbox"/>	<input type="checkbox"/>	28. Preliminary earthwork quantities including depth of cut, height of fill, import, export, and remedial grading.
<input type="checkbox"/>	<input type="checkbox"/>	29. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	30. Depiction of existing and proposed drainage facilities. Plans shall indicate fire flow.
<input type="checkbox"/>	<input type="checkbox"/>	31. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and or/removed and replaced impervious surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	32. Depiction of all existing legal lots.
<input type="checkbox"/>	<input type="checkbox"/>	33. Depiction of existing and proposed public sanitary sewer and sewer laterals. Indicate which sewer agency will be serving the property, if applicable. Show location of existing and proposed septic system.
<input type="checkbox"/>	<input type="checkbox"/>	34. Depiction of existing and proposed water mains, laterals, and meters and indication of size and type. Indicate which water agency will be serving the property, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	35. Depiction of existing and proposed gas lines and indication of size and type.
<input type="checkbox"/>	<input type="checkbox"/>	36. Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) underground.
<input type="checkbox"/>	<input type="checkbox"/>	C. <u>Average Lot Slope Exhibit. (Required for projects in all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)). For lots with an average lot slope greater than five percent, provide a separate topographic site plan exhibit with the average lot slope depicted and calculated for the property. The average lot slope is determined by calculating the total change in elevation from setback line to setback line (rise/run) and is established by placing three run-lines across the property and taking the combined average slope of the three lines. The lines are to follow the slope of the property;(i.e., they are to be placed at right angles to the contour lines). For properties of an irregular shape and topography, additional run-lines may be required on the site plan to the satisfaction of the Development Services Director. Encinitas Municipal Code Section 30.16.010B6e._</u>

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<p>D. <u>Slope Analysis Exhibit.</u> A slope analysis shall be submitted based upon a topographic map with contour intervals not exceeding two feet. This analysis will describe the following slope categories in acres, and will also graphically depict the location of each category on the topographic map:</p> <ol style="list-style-type: none"> Less than 25% slope. 25 to 40% slope. Greater than 40% slope. <p>For projects that include proposed encroachments into slope areas greater than 25 percent gradient, overlay the project's development footprint onto the steep slope exhibit. Encinitas Municipal Code Chapter 30.34.030B. If manufactured slopes are present on-site, then they should be clearly shown and documented on the slope analysis. Evidence (Historic Aerials, Geotechnical Report, Historic Topography) of the manufactured slopes shall be provided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>E. <u>Floor Plans for each floor, denoting room type and interior configuration, accurately scaled and dimensioned. Floor Plans shall indicate/include:</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	1. North Arrow.
<input type="checkbox"/>	<input type="checkbox"/>	2. Scale, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	3. Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	4. Each room labeled as to use.
<input type="checkbox"/>	<input type="checkbox"/>	5. Garage and parking spaces provided identified. Dimension each parking stall located within the garage. Dimension garage door width and height clearance. See Offstreet Parking Design Manual.
<input type="checkbox"/>	<input type="checkbox"/>	6. Outline of any subterranean or basement area. For basements, clearly show that the basement area meets the definition of basement as per EMC Ch. 30.04: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than 4' above the lower of the natural or finished grade." See Basement Exhibit requirements below.
<input type="checkbox"/>	<input type="checkbox"/>	7. For applications proposing or modifying alcohol service, floor plans must include details required as per the Operational Management Plan (Form O).
<input type="checkbox"/>	<input type="checkbox"/>	8. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
<input type="checkbox"/>	<input type="checkbox"/>	9. Please provide a separate Lot Coverage Calculation floor plan exhibit that visually depicts the areas included in the lot coverage calculation.
<input type="checkbox"/>	<input type="checkbox"/>	10. Please provide a separate Floor Area Ratio Calculation floor plan exhibit that visually depicts the areas included and excluded in the floor area ratio calculation.
<input type="checkbox"/>	<input type="checkbox"/>	<p>F. <u>Basement Exhibit shall indicate/include:</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	1. The basement level floor plan showing the total linear feet of the perimeter basement walls and their linear dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	2. Linear feet of the portions of the perimeter basement walls exposed_less than or equal to four feet above the lower of natural or finished grade.
<input type="checkbox"/>	<input type="checkbox"/>	3. Linear feet of the portions of the perimeter basement walls_exposed_greater than four feet above the lower of natural or finished grade
<input type="checkbox"/>	<input type="checkbox"/>	4. A basement calculation (percentage) of the total linear perimeter of the basement walls greater than 4 feet above the lower of the natural or finished grade, divided by the total linear length of the perimeter basement walls.
<input type="checkbox"/>	<input type="checkbox"/>	<p>G. <u>Roof Plans shall indicate/include:</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	1. Locations of ridges, hips, valleys, crickets, parapets, etc.
<input type="checkbox"/>	<input type="checkbox"/>	2. Direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	3. Existing and proposed roof pitch.
<input type="checkbox"/>	<input type="checkbox"/>	4. Dimensions of eaves and other roof projections.
<input type="checkbox"/>	<input type="checkbox"/>	5. Roof decks.
<input type="checkbox"/>	<input type="checkbox"/>	6. Area for installation of solar energy systems.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	H. <u>Elevations.</u> Must accurately show proposed finished building appearance, consistent with site/floor plans – NOT CONCEPTUAL. Provide elevations of all exterior building walls including courtyard elevations; each elevation sheet shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	1. The lines of the existing exterior grade and proposed finished exterior grade at the building wall. If no changes to the grade are proposed, please call out the grade as both the existing and finished grade. Note: Heights are taken from grade (excludes any hard surface above grade including sidewalk pavement etc.)
<input type="checkbox"/>	<input type="checkbox"/>	2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade. Per the underlying zone, clearly show the maximum height limits on each elevation as measured from the lower of existing or finished grades. See F1.
<input type="checkbox"/>	<input type="checkbox"/>	3. Roof treatment and indication of roof pitch.
<input type="checkbox"/>	<input type="checkbox"/>	4. Window and door treatment.
<input type="checkbox"/>	<input type="checkbox"/>	5. Any exterior mechanical equipment along with any proposed screening of such.
<input type="checkbox"/>	<input type="checkbox"/>	6. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
<input type="checkbox"/>	<input type="checkbox"/>	7. Building materials, finishes and colors.
<input type="checkbox"/>	<input type="checkbox"/>	8. Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
<input type="checkbox"/>	<input type="checkbox"/>	9. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
<input type="checkbox"/>	<input type="checkbox"/>	10. Vertical and horizontal dimensions of all architectural projections (i.e. roof eaves, bay window, chimney, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	11. Call out spot elevations at each corner of each building.
<input type="checkbox"/>	<input type="checkbox"/>	12. For basement elements, clearly identify areas where the lower of natural or finished grades are exposed more than four feet on all elevations.
<input type="checkbox"/>	<input type="checkbox"/>	13. F13. Colored renderings; required once design is accepted by Project Planner.
<input type="checkbox"/>	<input type="checkbox"/>	I. <u>Sign Information.</u> (if signage is to be provided)
<input type="checkbox"/>	<input type="checkbox"/>	1. Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
<input type="checkbox"/>	<input type="checkbox"/>	2. The nature of temporary or seasonal on-site advertising.
<input type="checkbox"/>	<input type="checkbox"/>	3. Complete drawings indicating design, materials, colors and lighting method of proposed signage.
<input type="checkbox"/>	<input type="checkbox"/>	J. <u>Lighting Plan.</u> A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	1. The location of exterior lighting standards and devices.
<input type="checkbox"/>	<input type="checkbox"/>	2. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	3. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.
<input type="checkbox"/>	<input type="checkbox"/>	4. Photometric studies may be required.
<input type="checkbox"/>	<input type="checkbox"/>	K. <u>Preliminary landscape and irrigation plans</u> showing landscaping, paving and other hardscape and irrigation. Such plans shall include all of the information listed below and that required for the project type as per the City's Water Efficient Landscape Regulations (EMC Ch. 23.26), including but not limited to:
<input type="checkbox"/>	<input type="checkbox"/>	1. Water budget information and calculations.
<input type="checkbox"/>	<input type="checkbox"/>	2. A list of all plants existing on site and adjacent rights-of-way (ROW) indicating the botanical and common name of all plants and the size of each plant. Group plants by type: trees, shrubs, ground cover. Use a symbol for each plant to correlate with the plan.
<input type="checkbox"/>	<input type="checkbox"/>	3. A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent ROW. Include trunk DBH (diameter at breast height) for trees with DBH greater than four inches. Use a symbol for each plant to correlate with the list.

Needed	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	4. Plant schedule on the plans indicating the botanical and common name of all plants and the size of each plant proposed and existing, to be retained, including any ROW street trees and/or other plantings. Group plant by type: trees, shrubs, ground cover.
<input type="checkbox"/>	<input type="checkbox"/>	5. A plan identifying all plants proposed and existing, to be retained, including any ROW street trees or other plantings. Use a symbol for each plant to correlate with the list.
<input type="checkbox"/>	<input type="checkbox"/>	6. Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, streets, street names, driveways, walkways and trails, other paved areas, the footprint of existing and proposed structures, water features, fences, freestanding walls and retaining walls.
<input type="checkbox"/>	<input type="checkbox"/>	7. Elevations of new structures, including but not limited to walls, fences, trellises and gazebos. Indicate proposed materials, colors, finishes and dimensions. For projects that require colored elevations, include elevations of these new structures in colored elevations.
<input type="checkbox"/>	<input type="checkbox"/>	8. Location of fuel modification zone(s) and any proposed plantings within the fuel modification zone(s).
<input type="checkbox"/>	<input type="checkbox"/>	9. Locations of walls and fences and indication of height and type of construction materials (freestanding and retaining walls shall be differentiated). Include a cross-section of each wall and fence.
<input type="checkbox"/>	<input type="checkbox"/>	10. Locations of trails and walks and indication of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	11. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape.
<input type="checkbox"/>	<input type="checkbox"/>	12. Exterior dimensions and area in square feet for each landscape planter area proposed.
<input type="checkbox"/>	<input type="checkbox"/>	13. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	14. A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
<input type="checkbox"/>	<input type="checkbox"/>	L. <u>Project color and material information.</u> Submit samples of project materials, finishes, and colors, mounted on a project color and material information board(s). Label the color elevations/landscape plans to include information on all project colors and materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways and walkways.
<input type="checkbox"/>	<input type="checkbox"/>	M. <u>Variances.</u> Projects proposing variances from structural development standards shall include in the project drawings all of the information outlined in the "Variance Application Supplement."

Site Plan Sample – Not for Construction Purposes



Assessor's Parcel Number: _____
Zoning: _____
Floor Area Ratio: _____
Lot Coverage: _____
Project Description: _____
Site Address: _____